

**MINUTES
TOWN MEETING
April 4, 2016
Emmitsburg Town Office**

Present: Commissioners Clifford Sweeney, Joseph Ritz III, Jennifer Mellor, Glenn Blanchard and Tim O'Donnell, President.

Staff present were Cathy Willets, Town Clerk; Amy Naill, Recording Secretary; and Dave Haller, Town Manager.

Absent: Mayor Donald Briggs

I. Call to Order

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the April 4, 2016 Town Meeting to order at 7:30 p.m. Pledge of Allegiance was recited.

Announcement of a Closed Session:

President O'Donnell announced the need for a closed executive session following adjournment of the April 4, 2016, meeting as permitted by the *MD Code, General Provisions Section 3-305 Closed Sessions* to discuss a potential personnel matter and potential litigation.

Approval by Commissioners for a closed meeting
Motion by Commissioner Blanchard, Second Commissioner Mellor
Vote 5-0 in favor

Commissioner O'Donnell asked for the GIS agenda item to be moved up to the number one agenda item position because of a cost issue.

Commissioner O'Donnell mentioned upcoming meetings: May 2nd Town Meeting, April 19th Citizens Advisory Committee, April 25th Planning Commission Meeting and Parks Committee Meeting May 17th.

Approval of Minutes

The Minutes of the March 7, 2016 Town Meeting were approved as presented.

Motion by Commissioner Blanchard, Second by Commissioner Mellor
Vote 5-0 in favor

Police Report – Deputy Whitehouse presented the report from March. He mentioned once the weather gets warmer the deputies will be out on bike patrol.

March 8, 2016 Deputy Whitehouse received a lifesaving award from the Frederick County Chamber of Commerce for the Paul's Pitstop Fire. Deputy Whitehouse was congratulated by a round of applause from the Commissioners and audience.

Deputy Whitehouse reminded residents to lock vehicle doors and place items of value out of sight.

Commissioner Comments:

Commissioner Ritz III: Mentioned he is ready for baseball season to start. His two oldest children will be playing T-Ball. He would like to thank all the volunteers that help with baseball.

Commissioner Blanchard: Thanked Delegate Folden, Member of the Maryland House of Delegates for helping Commissioner Blanchard with Bond Bill Saturday. He thanked the Town for getting the Doughboy Statue back.

Commissioner O'Donnell: Mentioned the State Highway Information Meeting was well attended by the community. He was impressed that virtually every person directly involved in decision making that was related to the process was in attendance at this meeting.

Commissioner O'Donnell: Complimented Town Staff on their vigilance at pool dumpster. He was questioned by Town Staff concerning trash that had been picked up from a trail cleanup.

Commissioner O'Donnell: Had an acknowledgement for Staff Member Terri Ray who participated in a mountain bike ride, her first, sponsored by Specialized Bicycle. He said it great for it to be supported by staff and hopes this type of venue brings additional dollars and businesses to Emmitsburg.

Public Comments: Carmen Limparis, 423 West Main St, Emmitsburg MD. Had concerns about lifeguards at the Community Pool not contacting her concerning her father taking swimming lessons. She wants to make sure we hire responsible people as lifeguards.

Ron Lind, 2 Irishtown Court, Emmitsburg MD. Said he would wait until Mayor Briggs is present.

Administrative Business –

- Discussion of potential staff restructuring: Mr. Haller mentioned he will be retiring on June 30th, 2016 and Cathy Willets will be the interim Town Manager.
- Grant inquiry related to Trail Conservancy and any matching funds: Commissioner O'Donnell went over how the Recreational Trail Program Grant operates. He said it has been a goal not to have the Town payout money. This year the Town may have to payout out funds of \$2,000.00 for signage and a parking lot study. The other option is to modify accepting the grant and to leave out the funding related to the signage and parking lot study and the Trail Conservancy would come forward with a grant value of \$30,000.00. He asked the board for comments and consideration on this item.

David Haller, Town Manager: Discussed the placement of the parking lot. He suggested that perhaps it could be located at the bottom on the mountain on a flat area.

Commissioner Ritz III: He has reservations considering a parking lot on the mountain to accommodate trail users when we cannot get a public parking lot in the town. He stated parking is very limited in town.

Commissioner O'Donnell: Stated that it would not just be for trail users but for the hunting and fishing community.

Motion: To accept the grant from The Trail Conservancy in the amount of \$30,000.00 with the exclusion of \$5,000.00 for signage and \$5,000.00 for the parking lot study.

Unanimous consent from the board.

Austin Steo, Executive Director and Founder of Trail Conservancy Inc: Stated that while the maximum that the Town has accepted is \$30,000.00 the grant award is for \$40,000.00 and this could be allocated in the future to advancing the trail system.

- Proposed planters on Town square: Commissioner Sweeney would like to provide water service to the Town square while the new water line is being installed.

Motion: To provide water service to the planters on the Town Square from existing or modified lines when the square renovation occurs.

Motion by Commissioner Sweeney, second by Commissioner Mellor.

Vote: 5-0 in favor

- Northgate Emergency Outlet: Commissioner O'Donnell had an informal discussion with a Junior Officer of the Vigilant Hose. He said in case of a flood a response would come from Irishtown Road through a private driveway and into the neighborhood. Commissioner O'Donnell was not able to talk to Senior Staff of the Vigilant Hose but he will pursue this. Mr. Ron Lind said he will follow up with the Vigilant Hose.
- SHA public meetings – Commissioner O'Donnell wanted to make everyone aware that there will be additional public meetings concerning the square and sidewalk renovations. If the public needs to contact any of the SHA individuals directly, Town Staff can put in touch with them directly.
- Community Garden: Commissioner O'Donnell would Like Town Staff to get new mushroom soil and mulch for the Community Garden. The refundable deposit will be reinstated to encourage participants to clean up their gardens at the end of the season. Signage to be installed by the Town Staff to identify the Community Garden area.

Consent Agenda – No Items

Reports:

Treasurer's Report – Commissioner Blanchard reported on March 2016 cash activity. Exhibit attached.

Planning Commission Report – No Report

II. Agenda Items

Demonstration of Town Geographic Information System capabilities:

Demonstration was presented by Christian Bruchman, Staff Scientist of Advanced Land and Water, Inc. He explained the GIS is the connecting of maps and cartography into data. It will formally record in a digital way the institutional knowledge of the infrastructure of the town. The GIS system is perpetual and will be a multi-year effort.

Pool Contract for Consideration:

Jerry Muir stated that two of the items asked to be included into the contract are now included. Both the swim lessons and uniforms. The third item was hiring locally and the pool company is making an effort to hire locally. Mr. O'Donnell asked about references. Mr. Muir stated they have many references and that RSV Pools, Inc. is a large company located in the Washington Metropolitan area.

Motion: - To accept the pool contract from RSV Pools, Inc for 2016 in the amount of \$47,028.00.

Motion by Commissioner Sweeney, second by Commissioner Glenn Blanchard

Vote: 5-0 in Favor

Easement Related to Flat Run Bridge replacement:

The Flat Run Bridge replacement should begin this year. In the final engineering analysis of the bridge SHA realized some areas leading up to the bridge will have slopes. Some of the slope falls on Town property about 250 square feet. SHA is asking for a revertible easement, once it is built it will still be our property. SHA will pay us a \$1.00 a square ft. or \$250.00. The land is in the flood plain. The contract language needs revised from burgess AKA Mayor.

Motion: - To support the temporary conveyance of that land to State Highway for a fee of \$250.00.

Motion by Commissioner Cliff Sweeney, second by Commissioner Ritz III

Vote: 5-0 in Favor

Tobacco use policy 16-02 for consideration:

Per Mr. Haller the Town is coming in line with everyone else in the State and County of Maryland. The Town does not allow tobacco use in our buildings. Many government entities treat vehicles like buildings. This policy basically states that you cannot smoke in one of our vehicles just like you cannot smoke in one of our buildings.

Motion: -Approve policy series 2016 P6-02 Town of Emmitsburg Tobacco Use Policy

Motion by Commissioner Glenn Blanchard, second by Commissioner Mellor

Vote: 5-0 in Favor

Set Agenda Items for May 2, 2016 Town Meeting

- 1. Ordinance Number 16-08 Amendment to Sect. 17.28.050 accessory uses in Institutional Zone.**
- 2. Update of Dog Park**
- 3. Initial Presentation on Town Budget**
- 4. Citizen Advisory recommendations related to nuisance ordinance.**

IV SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

IV Adjournment

With no further business, the **April 4, 2016** Town Meeting was adjourned at 8:59 p.m.

Respectfully submitted,

Cathy Willets, Town Clerk

Approved: May 2, 2016